



Office for Capital Facilities Newsletter

Editors: Jessica R. Miller & Amanda Harbinger

Issue 15, July 2016



TOOLS TRAINING COMMUNICATION

Upcoming Events

PPAA
8/2-8/4

ERAPPA
10/16-10/19

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Note from the Executive Director- Karren Bee-Donohoe

AssetWorks: Implementation of AssetWorks has begun. This is an exciting project that will require some important and timely action by the campuses. We believe, however, that the benefits to the campuses will make this worth the effort. Project Manager, Kelly Buchalski has provided an article in this newsletter describing communication protocol and other pertinent information.

Newbie Orientation at PPAA: The Construction Fund is preparing a pre-conference workshop for the August PPAA conference, designed to give those relatively new to SUNY, or to their positions, an overview of the functions of the Construction Fund and an overview of SUNY’s Capital Program. This should be a valuable opportunity to learn more about the important functions provided by the Construction Fund. OCF anticipates providing an orientation next year.

APPA FPI: We are continuing to collect data from the central systems in order to streamline the process for the State operated campuses to participate in the Facilities Performance Indicators (FPI)

annual survey. We do not have access to community college data, and therefore those entities should plan to enter data individually. I will be meeting with APPA officials at the annual meeting to finalize the agreement for SUNY to participate at a reduced first year cost.

Vending Contracts: OCF is working with Counsel’s office and the Commission for the Blind to help campuses meet the requirements of §8714-a of the Unconsolidated Laws of NYS. The Commission for the Blind has a priority to be the provider of vending services on SUNY campuses. We are working with a few campuses to get the program started while at the same time working to develop a Memorandum of Understanding under which future implementation will occur as vending contracts come due for renewal.

Newsletter Archives: All previous newsletters along with an excel format [table of contents](#) covering all previous issues is available on the OCF website to assist with access to previous newsletter information.

“Energy to Lead” Competition - Eric Mazzone

Governor Cuomo’s clean energy competition for colleges and universities was announced on May 17th; the competition awarded three \$1 million grants. The competition challenged student-led coalitions across the state to develop creative ideas to aggressively reduce greenhouse gas emissions on school campuses and beyond. Each campus team included facilities, faculty and student representatives.

Forty proposals were submitted, with several SUNY campus applications in the

mix. The University at Buffalo and SUNY Broome Community College each secured a \$1 million award. Bard College was the recipient of the third.

For more information please refer to the [Energy to Lead](#) website.

Congratulations to SUNY Broome and the University at Buffalo, and thank you to all of the teams that applied for the hard work and continued commitment to a clean energy future!

AssetWORKS Implementation – Kelly Buchalski, AssetWORKS Project Manager

SUNY Office for Capital Facilities and the State University Construction Fund (Fund) have begun the implementation of AssetWORKS, the new software system that will replace outdated building information systems. This implementation provides the opportunity to *improve* upon current methods of data input and data reporting across many areas.

A cross-functional team of SUNY, Fund, Research Foundation (RF), and campus staff has been developed to manage the implementation. Karren Bee-Donohoe, SUNY Executive Director, Office for Capital Facilities and Jay Rourke, State University Construction Fund Chief Information Officer are the project sponsors. The Fund has assigned Kelly Buchalski as the project manager; Kelly will guide the implementation team and keep campuses informed of progress.

The software will replace the Building Characteristics Inventory

(BCI), Physical Space Inventory (PSI), and Building Condition Assessment Survey (BCAS).

Work will begin with an assessment of the current BCI/PSI data fields to select data to be transferred from the current systems, with the goal of creating system-wide consistency while meeting standards for reporting. In the new system, data and reporting will be available in a more user-friendly environment, and the software will be available for data to be updated and accessed in real-time.

The second phase of the implementation will develop a new life cycle assessment model within AssetWORKS, replacing the existing BCAS. Using condition and remaining useful life as a starting point, the model will assist with the identification and prioritization of critical capital project needs, which in turn will inform ongoing capital funding needs. The software will also assist with the processes

related to asset capitalization and depreciation. The ultimate goal is to establish and maintain *one* system of record for all things related to capital assets.

As the implementation progresses, campuses will receive updates, including key dates and opportunities for campus involvement.

A listserv has been developed to include all current PSI Contacts, along with the implementation team. The listserv will be the primary communication vehicle for project updates.

An introductory message has been sent to the listserv, alerting those on the list that they have been included. If you are interested in being added to the list, please send a request to [Ashley Brainard](#).

For more information on the AssetWORKS implementation, contact [Kelly Buchalski](#).

USDA Loans and Grants for Rural Communities for Community Colleges - Rebecca Goldstein

The Community Facilities (CF) Program offers loans and grants to municipalities, counties, non-profit corporations and other entities in communities of up to 20,000 in population. Grants are mainly used for equipment, while loans may serve as the local share of capital costs if a Sponsor does not have available funds for capital or chooses not to bond.

This program was developed in response to the US department of

Agriculture (USDA) Rural Development's recognition of the impact community facilities can have on the quality of life for rural communities.

Several community colleges have taken advantage of this loan program; specifically, Fulton-Montgomery and Genesee for student residences. Corning took out a loan and obtained a NYS Community College Capital Program match for the recent expansion

of the library, student union and athletics facilities, which will have a major improvement on academic and student services.

The USDA also offers programs to support telecommunications and distance learning, water and waste management, economic development and other initiatives.

To learn more about this program, contact [Rebecca Goldstein](#), 518-320-1501.

Cooling Towers Update - Barbara Boyle

Cooling tower regulations designed to protect against legionella infections are still somewhat fluid. New York City has recently adopted revisions, and New York State has proposed changes to its regulations.

The current cooling tower regulations for [New York City](#) are effective as of May 9, 2016 and replace the regulations that were effective in August 2015.

For the rest of the state, the [New York State](#) Department of Health (DOH) regulations were put in place in August of 2015 as a series of emergency rules. These rules are currently in effect.

The NYS DOH published a [proposal](#) to change regulations on April 20th. Comments were accepted and the revised requirements will likely become effective later this summer.

The [proposed](#) regulations include some changes that may impact campuses:

- There is a revised definition of *cooling tower*, which will potentially expand the scope.
- The requirement for some reporting has been moved to 90 days (from the current 10 days).
- Bacteriological testing will be required at intervals not to exceed 30 days.

- Legionella testing will be required within 2 weeks of seasonal start up, with subsequent intervals not to exceed 90 days. The actions triggered by legionella results have also changed.

The regulation also clarifies the difference between cleaning and disinfection, specifies inspections prior to seasonal start up, and addresses tenant and building owner responsibilities. Campuses are required to review existing plans with their maintenance companies and update the plans to be in compliance with the new regulations.

Get GETS - Barbara Boyle

During emergency or crisis situations landlines may become congested and the probability of call completion is reduced. To minimize the impacts on communications for emergency responders, the federal government has developed the GETS (Government Emergency Telecommunications Service) program.

The program provides approved emergency responders with priority access and processing in the local and long distance segments of the landline networks, greatly increasing the probability of call completion. The service is provided to approved users *without cost* to them or their organization.

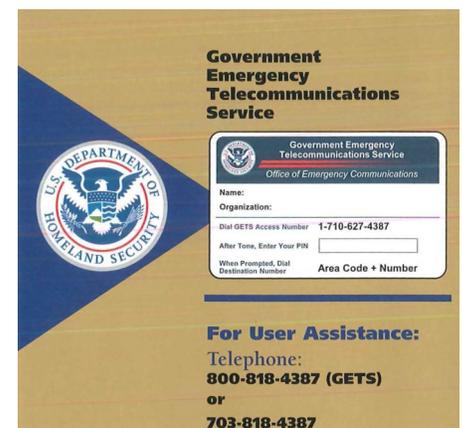
Campus emergency response

personnel may be eligible under the program guidelines, when sponsored by their campus. Authorized GETS users will receive a PIN and special access number to complete calls during congested conditions. For additional information about setting up a campus program, go to: <https://www.dhs.gov/requesting-gets-and-wps>.

The GETS program only provides priority access over landlines. For priority access on cellular networks there is a second program called WPS (Wireless Priority Service). The program is very similar to GETS and can complement it. The WPS program *does* carry costs with it that are appended to the cell phone bill. The cost varies by carrier (with all major carriers required to partici-

pate) and may be along the lines of a one-time \$10 activation fee, a recurring \$5 per month fee, and \$0.75 per minute charge for use.

Additional information for WPS can be found at <https://www.dhs.gov/wireless-priority-service-wps>.



Government Emergency Telecommunications Service

Government Emergency Telecommunications Service
Office of Emergency Communications

Name: _____
Organization: _____
Dial GETS Access Number 1-710-627-4387
After Tone, Enter Your PIN
When Prompted, Dial Destination Number Area Code + Number

For User Assistance:
Telephone: **800-818-4387 (GETS)**
or
703-818-4387

2015-16 Residence Hall Utilization Rates - Don Smith

One of the most critical metrics used to measure the performance of the SUNY Residence Hall Program is the annual utilization rate, a simple ratio comparing the number of revenue generating occupants to the number of available beds.

Over the years, SUNY has built a reputation for maintaining a high rate of utilization, close to 96%. This high rate has helped SUNY achieve favorable ratings on Wall Street, which translates into lower interest rates and ultimately, savings for the entire SUNY Residence Hall Program.

The 2015-16 year finished with mixed results across the SUNY system, resulting in an overall decrease in the utilization rate of 0.4% versus the previous year. While this decrease is not ideal, the

end result of a 95.6% utilization rate still represents a strong overall utilization rate for the SUNY program. Though the overall program realized a decline, strong performance from the University Centers helped to stabilize the rate.

The four University centers saw an increase in occupancy of 563 students, translating into a 98.3% utilization rate, up 1.5% compared to the previous year. This sector is expected to remain strong in the foreseeable future, with Stony Brook adding 750 new beds at their Toll Drive Facility, scheduled to open in 2016-17.

The smallest sector within the SUNY Residence Hall program is the doctoral campuses. Currently, the only campus with available beds within this sector is Downstate Medical, which continues to operate

at a strong utilization rate of just over 95%. Downstate does not have any plans of adding additional capacity to their program in the near future.

One sector that struggled this past year was the University Colleges, with a decrease in occupancy of 483 beds, resulting in a final utilization rate of 93.5%, down 2.2% compared to the previous year. This decrease was felt across the board, with ten of the twelve campuses experiencing a decrease. Within this sector, the only campus planning additional beds is SUNY Purchase, with a new 325 bed residence hall.

The Technology Colleges remain relatively flat, dropping just 0.2% to 95%, and have no additional residence halls planned.

The chart below shows the overall performance of the various sectors.

	2014 Utilization Rate	2015 Utilization Rate	Yr. to Yr. Change	Campus Totals			
				Increased Utilization (Count)	Decreased Utilization (Count)	Flat Utilization (Count)	Total (Count)
University Centers	96.8%	98.3%	1.5%	3	1	-	4
Doctoral Campuses	95.6%	95.9%	0.3%	1	-	-	1
University Colleges	95.7%	93.5%	-2.2%	2	10	-	12
Colleges of Technology	95.2%	95.0%	-0.2%	3	3	2	8
Total	96.0%	95.6%	-0.4%	9	14	2	25



Emergency Planning Resource - REMS-TA - Barbara Boyle and Al Styno

The Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA) is a potential source of assistance for emergency planners in higher education. Administered by the U.S. Department of Education's Office of Safe and Healthy Students, REMS-TA provides a hub of information, resources, training and services for school and higher education emergency operations planning. The program offers virtual and onsite live training, technical assistance, planning tools, a tool box and an online community. The site supplements existing docu-

ments with original supporting documents to make them more usable for emergency planners.

To assist planners in developing high quality plans consistent with the *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, the information available on the site includes sample plans, plan components, examples of innovative practices and descriptions of lessons learned. REMS-TA also has interactive tools like *EOP Evaluate*, which allows the user to evaluate their current plan against

the guidance. Also included on the site are tabletop exercises complete with orientation and training modules, the actual exercise with injects, debrief topics, and reference documents.

The site supports higher education planning work related to the Clery Act, information sharing, international students, active shooters, psychological first aid and NIMS. These could be a valuable resource to campus emergency planners. Visit [REMS-TA](#) for more information.

Campus Let Contracts Training - Jessica R. Miller

A series of four Campus Let Contracts Regional Training Sessions, reaching a total of 205 staff members from 30 campuses, were provided in 2015 and 2016. The most recent session was held in April at the Environmental Science and Forestry campus in Syracuse. The training focused on procurement requirements, the fiscal responsibilities associated with capital procurements and the

administration of the Minority and Women-owned Business Enterprises program. A similar round of trainings were conducted in 2013, reaching a total of 235 staff members from 30 campuses. The Campus Let Contracts Program intends to offer one or two regional sessions each year, rotating locations throughout state.

In addition to the in-person trainings, webinars on Insurance

Requirements and Consultant Selection were offered this spring. Both sessions were recorded, and are available on the Office for Capital Facilities [website](#).

The Campus Let Contracts Program is focused on serving you, the campuses. To suggest topics for future trainings or to request a training session, please reach out to [Jessica R. Miller](#).

Vermiculite Testing Update - Barbara Boyle

On May 6th, the NYS Department of Health extended approvals for two laboratory methods that permit the quantification of asbestos in surfacing materials containing vermiculite. Previously, the approved methods could only be applied to spray-on fireproofing. With the change, tests for asbestos

can be done on "sprayed-on, troweled-on, or otherwise applied to surfaces, such as acoustical or finish plaster on ceilings and walls, fireproofing materials on structural members, or other materials of surfaces for acoustical, fire proofing, or other purposes." For details, go to the DOH ELAP website or

[OCF Environmental Compliance webpage](#).





Respirable Crystalline Silica Final Rule - Barbara Boyle

OSHA recently announced a new rule on respirable crystalline silica that may effect most campuses. Similar to other recent OSHA standards (e.g. lead), it will generally require quantification of exposure, followed by changes in work practices and personal protective equipment (PPE). It will also include training, medical consultation and recordkeeping components.



Photo: NIOSH

Crystalline silica is an important industrial material found abundantly in the earth's crust. Quartz, the most common form of silica, is a component of sand, stone, rock, concrete, brick, block and mortar. Silica dust is hazardous when very small (respirable) particles are inhaled. These particles can penetrate deep into lungs and cause disabling and sometimes fatal dis-

eases including lung cancer, silicosis and kidney disease.

Occupational exposure to respirable crystalline silica occurs when cutting, sawing, drilling or crushing concrete, brick, rock, ceramic tiles and stone products. OSHA estimates that more than 2.3million workers in the United States are potentially exposed to dust containing crystalline silica with most, but not all, of those workers employed in the construction industry.

Recognizing the difficulty quantifying many of the construction related exposures (jobs of short duration, quickly changing conditions, change in exposed personnel, etc.), the standard includes a table listing 18 common construction activities that will likely lead to respirable crystalline silica exposures. In that table, specific work controls are identified along with specific respiratory protection and PPE. If the work controls and PPE recommendations are fully implemented, the employer would not need to document actual exposures and will be deemed in compliance with those relevant parts of the standard. For colleges and universities, the situation is complicated by non-construction exposures, including those found in dental laboratories, pottery and jewelry making, foundry and glass work, certain paints and coatings, and other endeavors.

Those exposures must be measured and the appropriate parts of the standard implemented. It would be prudent to review current controls before the standard is in effect. Some of the areas to consider are engineering controls (e.g. local exhaust), material substitution (e.g. substituting premixed clays for dry clay that is mixed in the studio) and housekeeping (e.g. requiring routine HEPA vacuuming in studios rather than sweeping).

The standard is effective June 23rd 2016. The construction standard requires full implementation for covered exposures by June 2017; the general industry compliance date is June 2018.

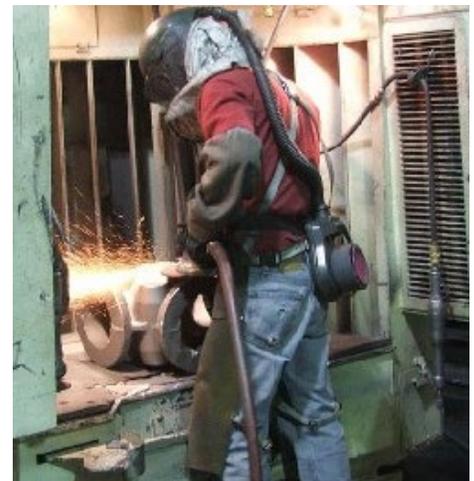


Photo: Alliance - OSHA Cooperative Program